

JOB ANNOUNCEMENT VACANCY #03-FI-DMH-0001

Agency:	Department of Mental Health (DMH)
Division/Unit:	Office of the Chief Financial Officer
Position:	Budget Officer
Grade/Step:	MS-560-14/1 – 14/10
Salary Range:	\$71,787 - \$93,666
Area of Consideration:	Unlimited
Opening Date:	May 23, 2003
Closing Date:	June 16, 2003
Number of Vacancies:	One

Position Description – The incumbent works under the direction of the Chief Financial Officer (CFO), performing a wide range of financial and non-financial duties associated with the day-to-day operations of the office. Projects and assignments do not fall clearly within the scope of activities of any one office of the Department, but, rather, affects the work of two or more offices and, often, other elements of the District of Columbia as well. Assignments involve healthcare financial management functions affecting the operations and practices of the Department (i.e., patient accounting, third-party billing, Medicare and Medicaid reimbursements and approval of consumers' payroll). Also, has budgeting responsibility for the Department's contracted community providers working with multiple funding sources. Studies and reviews reports which affect the operation of the agency for purposes of summarizing and analyzing the subject matter of the report for the information of the CFO. Reviews completed reports and correspondence prepared within the Department for consistency with existing practices and policies. Assist with developing and implementing standard operating procedures and guidelines regarding the mission of the CFO. Identifies problem areas, trends, significant accomplishments and deficiencies.

Must have a minimum of one year or more of specialized experience (preferably in information technology, human resources, or finance) at a level of difficulty and responsibility comparable to the next lower grade level in District service. An equivalent combination of education and experience may be substituted for the required level of specialized experience.

Submission Information – Interested and qualified candidates should submit a cover letter with salary history and a DC2000 (District of Columbia employment application) with resume to:

Office of Management and Administration (OMA)
Human Resources Division
941 North Capitol St, NE – Suite 1200
Washington, DC 20002
Fax: (202) 442-6413

Employment with the District of Columbia Office of the Chief Financial Officer (OCFO) is at the pleasure of the Chief Financial Officer. A background investigation is mandatory for all OCFO employees. The OCFO is an equal opportunity employer. Applicants understand that a false statement on any part of their application may be grounds for not hiring them, or for firing them after they begin work (D.C. Code 1-617.1 (d)(1) et seq. (1991 Repl). Applicant understands that the making of a false statement and/or submitting untrue materials are punishable by criminal penalties pursuant to D.C. Code 22-2405 et seq. (1991 Repl). Applicant understands that any information he/she submits may be investigated as allowed by law or Mayoral order. Applicant consents to the release of information regarding his/her suitability for District of Columbia government employment by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, personnel staffing specialists, and other authorized employees of the District of Columbia government. Applicant certifies that, to the best of his/her knowledge and belief, all statements are true, correct and complete.

In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Code section 1-2501 et seq., ("the Act") the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action. Harassment of persons on the basis of any protected category is prohibited.